

**Village of Indian Head Park
201 Acacia Drive
Indian Head Park, IL 60525**

**MEETING MINUTES
BOARD OF TRUSTEES**

“Pursuant to 5 ILCS 120/c.06 (3) minutes of public meetings shall include, but need not be limited to a general description of all matters proposed, discussed, or decided and a record of votes taken.”

Thursday, April 11, 2013
7:30 p.m.

CALL TO ORDER – MAYOR RICHARD S. ANDREWS

The regular meeting of the Village of Indian Head Park Board of Trustees was held on Thursday, April 11, 2013 at the Municipal Facility, 201 Acacia Drive, and was called to order at 7:30 p.m. by Mayor Richard S. Andrews. Village Clerk Joseph Consolo called the roll as follows:

ROLL CALL: JOSEPH CONSOLO, VILLAGE CLERK

PRESENT (AND CONSTITUTING A QUORUM):

Mayor Richard Andrews
Trustee Debbie Anselmo
Trustee Brian T. Bailey
Trustee Anne Bermier
Trustee Dennis Schermerhorn
Trustee Norman L. Schnauffer
Trustee Matt Walsh

ALSO PRESENT:

Frank Alonzo, Chief of Police/Administration
Steve Busa, Treasurer
Joseph V. Consolo, Village Clerk
Richard Ramello, Counsel, Storino, Ramello & Durkin
Edward Santen, Water/Public Works Superintendent
Dave Vandervelde, Christopher Burke Engineering

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Andrews and the Board of Trustees led the audience in reciting the Pledge of Allegiance to the Flag: *“I Pledge Allegiance to the Flag of the United States of America and to the republic for which it stands, one nation under God indivisible with liberty and justice for all”*.

MAYOR’S REPORT – RICHARD ANDREWS

Mayor Andrews congratulated the three newly elected Indian Head Park Trustees Brenda O’Laughlin, Tom Hinshaw and Amy Jo Wittenberg. He also thanked all candidates for their involvement and for their work on behalf of the Village of Indian Head Park. Mayor Andrews stated the election is over, the campaign has ended and it is time for all candidates and their supporters to put aside differences to move forward on the Board in doing what is best for the entire community.

Mayor Andrews reported the Village sponsored Easter Egg Hunt at Blackhawk Park was a success and he thanked all volunteers for their participation. Trustee Bermier thanked Mary Crowley for working with the social worker at Highlands School who arranged for student volunteers to help with stuffing eggs for the event.

Mayor Andrews stated that a medication drop-off program will be held on Saturday, April 27th at one of three Water Reclamation District locations for anyone who is interested in disposing of outdated or unwanted prescription drugs. The closest Water Reclamation District location is at 6001 Pershing Road in Cicero, Illinois and the facility is open for drop-off from 10:00 a.m. to 2:00 p.m. on that date.

Mayor Andrews stated the opt-out period with regard to the electric aggregation program ended on March 31st. He added the cut-over to Constellation Energy, the new power supply company, is moving forward. Mayor Andrews stated approximately 1,950 electric accounts in Indian Head Park would be covered by the aggregation program, there are 293 accounts in a category that are already in an alternate energy supplier program that may receive a special rate and 75 people opted out of the Village’s aggregation program. He noted that only about 4.5% of the eligible participants opted out of the Village’s aggregation program.

Mayor Andrews stated Commonwealth Edison will read electric meters sometime in May and from that point on Constellation Energy will be the new electric supplier with the new supply rate to be reflected on June bills.

CONSENT AGENDA ITEMS

Arbor Day Proclamation

*Approval of a Resolution Regarding Delegation of Negotiating Authority to the West Central Cable Agency (**Resolution #R4-13-1**).*

Mayor Andrews reported the Village of Indian Head Park again received recognition as a Tree City USA from the Arbor Day Foundation. Superintendent Ed Santen stated a tree could possibly be planted at the Highlands School so children could participate and a tree planting ceremony will be held at Arrowhead Memorial Pointe, one of the Village's municipal parks, on Arbor Day which is the last Friday in April between 3:00 p.m. to 3:30 p.m.

Mayor Andrews pointed out the Village is a member of the West Central Cable Agency who is designated to negotiate various issues as it relates to the cable franchise agreement. Mayor Andrews entertained a motion to approve the Consent Agenda items.

Trustee Schermerhorn moved, seconded by Trustee Bermier, to approve the Consent Agenda items as presented. Carried by unanimous voice vote (6/0/0).

APPROVAL OF FINANCIAL REPORT – TREASURER STEVE BUSA

Financial Report for the month ending March 31, 2013

Treasurer Busa presented the financial report for the month ending March 31, 2013. For the month of March, he noted: total revenues were \$451,959.36; expenditures were \$285,831.62 and fund balances in all accounts at the end of March were \$1,307,437.51. Trustee Schnaufer moved, seconded by Trustee Anselmo, to approve the financial report for the month ending March 31, 2013, as presented by Treasurer Busa. Carried by unanimous roll call vote (6/0/0).

Ayes: Trustees: Anselmo, Bailey, Bermier, Schermerhorn, Schnaufer, Walsh

Nays: None

Absent: None

Treasurer Busa pointed out the bulk of revenue collected in March reflects a substantial amount of the Village's portion of real estate taxes from the 1st installment of property taxes (55% of property taxes are due on the 1st installment tax bill sent to homeowners). He noted the Village's portion of the second installment of property tax revenue to the Village will be received later in the year.

APPROVAL OF BOARD MEETING MINUTES

Minutes of the Regular Board Meeting – March 14, 2013

After review of meeting minutes, Trustee Bermier moved, seconded by Trustee Walsh, to approve the March 14, 2013 Village Board meeting minutes, as amended. Carried by unanimous voice vote (6/0/0).

QUESTIONS AND/OR COMMENTS FROM THE AUDIENCE – AGENDA ITEMS ONLY (DISCUSSION AND A POSSIBLE VOTE MAY TAKE PLACE)

1. Award of Project to Contractor for the Cochise Drive Watermain Project

Mayor Andrews stated in 2008/2009, the Village was asked for a wish list by local legislative representatives for projects that could possibly be funded by various grants. At that time the Cochise Drive Watermain Project was included on that list.

Dave Vandervelde, from Christopher Burke Engineering, provided a report with regard to the Cochise Drive Watermain Project. He noted: (1) previously the Village requested grant funding from the Department of Commerce and Economic Opportunity a few years ago and \$285,000 in grant funding became available in 2011 for this purpose; (2) various paperwork needed to be provided to the Department of Commerce and Economic Opportunity over a period of time to secure the grant funding; (3) after a discussion with Village staff, Cochise Drive was chosen as the area to utilize the grant funds. He noted that the \$285,000 requested in 2008 will not cover the entire project due to costs that have increased for materials, etc. over the past few years; (4) contract plans were prepared, necessary permits needed from other agencies were obtained and request for proposals were received; (5) a total of eleven (11) bidders submitted a proposal for the Cochise Drive Watermain Project; (6) Christopher Burke Engineering's estimate to complete the project was \$456,240.00;

(7) the lower bidder was Uno Construction in the amount of \$395,785 and the high bidder was Glenbrook Excavating in the amount of \$542,135; (8) part of the contract specifications also included a clause that due to funding and budget constraints or due to any unforeseen conditions of the project, the scope of the project could be changed to any degree and the contract would still be valid; (9) the Village could decide to start the project and finish as much of the watermain as possible with funding that is available and stop the project at that point by connecting into the existing watermain and installing a valve at that point of the project; (10) all bids were reviewed and there were some requirements from the Department of Commerce and Economic Opportunity with regard to minority and women business enterprises. Those requirements have been met; (11) if the Village awards the project to Uno Construction final contracts will be prepared for signatures.

Mayor Andrews asked if the Board decides to award the Cochise Watermain Project to the contractor, how long would it be before the project begins. Dave Vandervelde stated the final contracts would be signed by the Village and contractor, a pre-construction meeting with the contractor would be held and the work would begin within two weeks. Mayor Andrews asked Dave Vandervelde if the Village could award the project to the low bidder even though the bid is more than grants funds received and can the Village reserve the right to reduce the scope of work for the project. Dave Vandervelde stated there is a specification in the contract that if the project is reduced and it is more than one third of the project, it would need to be renegotiated with the contractor. However, that specification was spelled out up front before bids were submitted and the prices quoted will hold even if the project is reduced. The work will be completed with the grant money available.

Mayor Andrews asked if there is a certain starting point where the Cochise Watermain Project should begin. Dave Vandervelde stated that after discussing the project with Superintendent Santen the work will tentatively start on the easternmost portion of the Cochise project continuing south and around the curve. Mayor Andrews asked if the project is completed to the point where the grant funds run out and it is determined there might be additional work necessary to be completed beyond that point, would a cost estimate be prepared to determine to go beyond that scope of work. Dave Vandervelde stated when the project starts it will be determined whether an existing valve can be utilized or needs to be replaced and a valve every three or four hundred feet may not be needed so that could reduce some costs. Those costs are included in the contract.

Mayor Andrews asked if the Village needs to negotiate any additional costs that may go beyond the initial scope of work in the contract after the grant funds run out. Counsel Ramello stated a change order with the contractor is all that is needed as long as it is 50% less than the bid for the project and there is no Board action required.

Trustee Walsh asked Ed Santen to provide information about his experience with the contractor who provided the low bid. Ed Santen stated Uno Construction is based out of Downers Grove, the company has been in business for at least 25 years, Uno Construction works primarily for the Downers Grove Sanitary District and has worked for several other communities, their references are excellent and they have done work before in the Village on various water and sewer projects on a contractual basis. Trustee Schermerhorn asked the question if it was determined in 2008 that the Cochise Watermain was a project that needed to be done. He asked if that is still the case in 2013 that the Cochise Watermain is the most critical project or are there other areas that are in greater need of maintenance.

Dave Vandervelde stated that matter was discussed before the Village proceeded with the project. He noted areas of the Village were surveyed and at that time, Cochise was the area that needed to be done due to the length of the watermain and the amount of watermain breaks. Trustee Bailey asked if the project is awarded to Uno Construction could the Village go back to the contractor and say although a bid of \$395,785 was submitted the Village only has \$285,000 for the project. He asked if the Village could go out for bid again and get several bids again for scope of work based on the amount of money available. Dave Vandervelde stated the Village is bound to stay with the process and the contract that was prepared. Mayor Andrews stated many years ago a list of various projects was submitted to legislative representatives which included a specific list of items with estimated amounts at that time. A certain amount of funds from the Capital Improvement Program were earmarked to each project if funds became available and the Village does not have the authority to use the funds for other purposes. Mayor Andrews stated the Village envisioned starting the Coshise Watermain Project in 2009 but there were delays in receiving the funding from the state until recently and funds will be utilized to complete whatever portion of the project can be completed with the funds available.

Brenda O'Laughlin asked if the Village is bound to the contract through the Department of Commerce and Economic Opportunity. Dave Vandervelde stated the Village is bound to the contractor as the low bidder for the project should it be awarded to that company.

He added all contractors had the same project specifications to submit a proposal through the bidding process for the least amount of money.

Brenda O’Laughlin asked if the Village could go back to the other contractors for a new bid based on the reduced scope of work. Dave Vandervelde stated he would defer that question to the Village attorney. However, with Illinois grant money at stake, he would not recommend it.

John Wittenberg asked if the Cochise Drive Watermain Project is the only shovel ready project and can the grant money be used for other purposes for projects that are in greater need of maintenance. Dave Vandervelde stated the grant funds are specifically earmarked for a watermain project, based on conversations with Village staff it was determined at that time that Cochise was the area that needed repairs first and to start over again from the beginning might be more money lost from the grant funds. John Wittenberg asked if the project could be reformulated and rebid based on the reduced scope of the project within the parameters of the grant funding. Dave Vandervelde stated that the bid prices were based on a larger project, the smaller the project the more expensive it is, a ten foot watermain will cost about twice as much as 500 feet of watermain so the Village will work within the scope of the grant and will monitor the work as the project progresses. He noted the Village knows the cost of each item that is installed and it can be determined where to stop the project before the money runs out.

Chris Metz asked if there was a clause in the contract that allowed for changes to the scope of work due to limited funding. Dave Vandervelde stated there is language in the contract that allows the Village to stop the project if the cost exceeds the funds available, there are specific line items for each item to be installed such as trenching, backfill, service connection lines, patching, valves. He added the Village may be able to go farther with the project if less connections are needed. Mayor Andrews stated the Village Engineer’s recommendation is to award the Cochise Watermain Project to Uno Construction with the understanding the Village has the right to modify the scope of work without penalty.

Trustee Walsh moved, seconded by Trustee Schnaufer, to award the Cochise Watermain Project to Uno Construction with a bid amount of \$395,785. Carried by unanimous roll call vote (6/0/0).

Ayes: Trustees: Anselmo, Bailey, Bermier, Schermerhorn, Schnaufer, Walsh

Nays: None

Absent: None

2. Discussion Regarding Village Streets and Infrastructure

Mayor Andrews stated that streets in certain areas of Indian Head Park are in need of maintenance, eventually all streets will need repairs and, he completed a visual inspection of all Village streets with the Village engineer. He noted Arrowhead Trail, Ashbrook streets and Acacia curbs are at the top of the list of streets that are in need of repairs and other streets need patching in places. Mayor Andrews stated like good schools, good streets and infrastructure are important elements in keeping property values up, right now streets need to be fixed. Mayor Andrews noted a letter was received from a townhome owner in Acacia. He read the letter into the record in part: “ *Dear Sirs, I am the owner of a unit on Westwood Court and have owned the property since October 2000. The property has been leased since July of 2010. I have in every way been conscientious in making sure the property is well maintained and that my property tenant has not caused any concerns to my former neighbors or the Village. Now that the market has improved, I am considering selling the property, but given the state of the curbs and the drive, I am unable and unwilling to assume the loss the current condition would cost*”.

Mayor Andrews stated the Village has been cash strapped, clearly residents must know streets should be done now and the Board has known this for some time. He noted there have been various attempts to increase revenue for funding street maintenance. In 2009, the Village obtained a grant through stimulus funding to pay for the reconstruction of Blackhawk Trail even though that street was not at the top of the list. Mayor Andrews pointed out Blackhawk Trail was a street listed on the Federal mapping system and qualified for stimulus funding based on that designation because it is a collector street in the community. Mayor Andrews stated the Blackhawk Trail road project cost about \$408,000, the Village only needed to pay \$20,000 to \$25,000, the money came out of the General Fund for the Village’s portion of that project and there was no increased cost to the residents.

Mayor Andrews stated since 1997 there have been no serious maintenance or repairs on most Village streets. At that time residents voted a property tax increase in 1996 in connection with a street bond referendum to pave and maintain streets. He noted for the past fourteen years, the Village has been paying off that road bond referendum through property taxes.

Mayor Andrews stated he is working on a proposal that is not yet finalized and there will be no action taken on the matter this evening. Mayor Andrews further stated he would like to commence a street repair program to begin this summer tied to funding from vehicle sticker revenue. He noted attempts to raise money last year for this purpose were unsuccessful and as mentioned by the Acacia unit owner, by failing to fix our streets we are hurting our property values. Mayor Andrews noted: (1) he is still working out some of the details and will share it with the Village Board including the new incoming Trustees for consideration at the May Village Board meeting; (2) the time is now to move forward with the street project for several reasons: (3) due to the economy street projects are relatively flat over the last year or so; (4) a year ago he obtained an informal proposal to fix a certain section of streets in the Village and the cost is about the same this year; (5) interest rates are relatively low if financing were obtained; (6) money would need to be borrowed to complete the project since there are no extra funds in the budget; (7) the longer the Village waits the more it will cost to do the projects similar to what happened with the Cochise Watermain project cost. The Village is now awarding a watermain project that was estimated at \$285,000 in 2008 but the low bid came in \$395,785 in 2013; (8) we are hurting the value of property in general by not completing routine road maintenance projects to keep up with streets and curbs that are deteriorating; (9) most people do not want to pay more money for anything but now is the time to move forward just like in 1996 when residents voted by referendum to allocate funds for street maintenance and that is the only reason streets were paved at that time; (10) the Village Board owes it to its residents to try to establish an on-going street maintenance program.

Mayor Andrews stated in order to finalize the details of the proposal for a street program this year so that it can be considered at the next Village Board meeting, I am announcing the following changes concerning the sale of 2013 vehicle stickers for this year only: (1) traditionally vehicle stickers are on sale beginning May 1st each year sixty days in advance of the expiration date; (2) this year stickers will be sold beginning May 15th and although the current sticker expires June 30th, the deadline this year only will be extended to July 15th; (3) late fees will be applied July 16th and no citations will be issued until after that date; (4) the rest of the details will be presented at the May 9th Board meeting for further consideration and possibly a vote by the Board including the three newly elected Board members. Mayor Andrews stated last year June 30th was a Saturday and the offices are not open for business so on the first day after the deadline, residents vented on staff about late fees after having sixty days to buy the stickers.

Trustee Schermerhorn stated Blackhawk Trail was repaved through the benefit of stimulus funding based on that street being recorded as a collector street. He asked if there are any other streets in the Village that would qualify for possible future funding that may be available. Mayor Andrews stated the Village Engineer followed through on having Acacia Drive put on the Federal mapping system as a collector street. Dave Vandervelde stated possibly funding is available through the Mayor and Managers Association for certain projects as well. Dave Vandervelde stated there are several categories of streets such as streets that are local, collector or minor arterial streets. He noted a collector street takes traffic off local street systems to the collector street then to the main roadway system. Dave Vandervelde stated a street needs to meet certain criteria to be designated on the Federal mapping system, I.D.O.T was consulted with the Village's findings and it was determined that Blackhawk Trail and Acacia Drive qualified as collector streets on the Federal mapping system.

Trustee Bermier stated the Village of LaGrange was looking for sources of revenue to cover the cost of city personnel and maintenance of their Village lot. The Village of LaGrange passed a budget and looked into parking tickets, parking rates and water rates to cover those expenses.

Tim Kyzivat, of Acacia, asked if there is anything on the horizon in the future where the Village may be able to get funding from other sources for a street program. Mayor Andrews stated state and federal funding is limited, some grants require matching funds which the Village may not have, there may be low interest loans that can be obtained and there is always an eye to find funding, if it is available.

Tom Hinshaw, of Shabbona, stated he supports the idea of street maintenance. He asked if all of the roads have been listed and rated and can that information be shared. Mayor Andrews stated he does not have a listing of all streets with ratings. Ed Santen stated a road study was done several years ago but the program is no longer supported and has not been updated. Mayor Andrews stated he drove through town with the Village Engineer to review streets.

Amy Wittenberg stated it would be beneficial to have long and short term budget planning and that additional details will be provided on the proposed plan to bring in revenue to pay for streets. She asked if the funding for the street project would come from vehicle sticker revenue which is currently about \$155,000 per year.

Amy Wittenberg stated even if the vehicle sticker price is doubled, in her opinion it would not bring in enough money to pay for a road program or a lot of street repairs but that would depend on the type of repair. She further stated the new fiscal year starts May 1st and asked how the funds would be allocated in the new budget, the road project sounds like a great idea but there is a balloon bond payment that will be coming due soon, the Board needs to look at issues in a more collective way to make decisions together so voters can be informed and there may be other life safety or other projects in certain departments that may be a priority. Amy Wittenberg stated if all priorities are reviewed collectively, the Board will not have to go to the public in an incremental approach. Mayor Andrews thanked Amy Wittenberg for the suggestions.

John Corcoran, from Apache Drive, asked if there is a rule of thumb what it would cost to pave a mile of street and how long the road should last just to get an idea on a run rate for depreciation of streets. Dave Vandervelde stated there are many cost factors such as the amount of pavement to be removed, the depth of pavement to be installed, amount of patching needed and if curb and gutter work needs to be done. He added generally road maintenance costs about \$18 per square yard on average and that may include some curb and gutter work, the average life of a road depends if the road is milled and resurfaced or totally reconstructed taken down to the sub-base, roads resurfaced last generally seven to ten years and roads taken down to the sub-base with a new 2" or 3" layer will last about 20 to 25 years.

Tom Hinshaw asked if the \$18 per square yard on average is the cost to resurface a road with a new layer up to 2" including maybe some curb and gutter work. Dave Vandervelde responded, yes. Dave Vandervelde stated Christopher Burke Engineering has full time personnel on staff that is always looking for local, state and federal grants that may be available to communities they represent.

Tim Kyzivat stated many of the streets in the single family area on the west side of Wolf Road are curving roads with no curbing. He asked if that type of roadway is sufficient and if a curving street with no curbing is more or less expensive to repair. Dave Vandervelde stated paving is about the same but there may be more costs to install a stone shoulder if there is no curbing in some areas.

John Wittenberg asked if there is a document that lists what streets in the Village are likely to be repaired first, is there a list of shovel ready projects, if most streets were patched in 1996 are those roads past their prime because that would be every street in the Village.

Ed Santen stated the Village had a program about three years ago, the program became outdated and the software was not updated due to lack of funds in the budget. John Wittenberg asked if there is a list of streets that have been repaired and patched. Mr. Wittenberg stated he appreciates the letter read into the record from the person in Acacia who is interested in selling their property but wants the curbs fixed, but the rest of the residents want to stay in the community, he agrees streets are important to be maintained and there are some streets in bad shape. He asked Chief Alonzo how much in fines and violations is the Village taking in and possibly some of that revenue can be used for roads.

Chief Alonzo stated traffic tickets go through the court system and the Village's cut is very small, the state made some changes many years ago how Villages can collect on certain fines and all Villages are losing money on tickets issued. Chief Alonzo stated the Village at one time also looked at Red Light camera enforcement with an administrative law review but the Village could not do it at the time. John Wittenberg stated that possibly the Village could have an attorney that sits on a panel to review our own citations so the Village can keep more of the money from tickets issued by the officers instead of sharing with the county.

Tom Hinshaw asked if there is a number for compliance on the number of people who buy vehicle stickers and those that do not. Chief Alonzo stated every other year the Village buys a list of registered vehicles from the Secretary of State and notices are sent from the program. After the deadline date, a list is generated of those that did not buy stickers and the list is given to the police department for enforcement purposes. However, the Village cannot issue a ticket without seeing the vehicle.

EXECUTIVE SESSION

Trustee Walsh moved, seconded by Trustee Schnaufer, to adjourn to Executive Session pursuant to Section (2) (c) (21) of the Open Meetings Act to review closed session meeting minutes as required by Section 2.06 of the Open Meetings Act. Carried by unanimous roll call vote (6/0/0).

Ayes: Trustees: Anselmo, Bailey, Bermier, Schermerhorn, Schnaufer, Walsh

Nays: None

Absent: None

RETURN TO THE OPEN MEETING

There being no further business to discuss in the closed session meeting, Trustee Anselmo moved, seconded by Trustee Walsh, to return to the open meeting. Carried by unanimous voice vote (6/0/0).

ADJOURNMENT

There being no further business to discuss, Trustee Schnaufer moved, seconded by Trustee Bailey, to adjourn the regular Board meeting at 8:45 p.m. Carried by unanimous voice vote (6/0/0).

Respectfully submitted,
Kathy Leach, Deputy Village Clerk/Recording Secretary